

**SPECIAL IDENTIFICATION CARD
INFORMATION SHEET
FOR STATE AND LOCAL GOVERNMENT
AGENCIES AND ORGANIZATIONS**

Special identification cards are provided as a service by the Department of Motor Vehicles for employees in state and local governments. ID cards may be issued for employees of state agencies; local government officers and their employees (defined as treasurer, registrar, commissioner of the revenue, attorneys for the Commonwealth, clerks of circuit courts, magistrates, sheriffs, or constables of any county or city); police, fire department, volunteer rescue squads, and search and rescue teams; persons appointed by the Governor to serve on boards, commissions or councils; judges; legislative branches; and private security businesses as licensed by the Department of Criminal Justice Services.

Before DMV can produce special identification cards, an agency must request participation in the Special ID program. Once accepted into the program, each agency determines the manner in which it will control issuance of the cards for its employees. The agency will determine the representative authorized to sign the application. It is left to the agency's discretion to determine who will receive a card; to maintain a listing of employees who are issued cards; to determine expiration dates of cards, if appropriate; and to collect cards from employees upon expiration or if the employee leaves the agency.

Participating agencies/organizations are billed directly for ID cards produced by DMV at the rate of \$10.00 per card. All cards are original issues and cannot be reissued or renewed. Billing is handled automatically based on the information provided on the special identification application (CSDA 514). CSCs cannot accept payments for ID cards produced at the CSC or through Central Processing.

Once ID cards have been produced by DMV, they are the property of the participating agency/organization and DMV assumes no responsibility for their maintenance, use, or validity. Individual data displayed on special ID cards is not stored in DMV's computer systems.

Requests to participate in the Special ID program may be made by the agency's commissioner, director, administrator, or human resource officer and must be submitted to:

Department of Motor Vehicles
Customer Service Management Administration
Attn: Penny Lavelly, Room 505
P. O. Box 27412
Richmond, VA 23269-0001